



Edenham CE Primary School

Charging and Remissions Policy

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Management Committee.

In our school, monitoring the implementation of this policy has been delegated to the Finance Committee

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents / carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

We ask that parents / carers make payments in-line with the payment deadlines detailed in any letter or invoice received.

5. Where charges cannot be made

Below we set out **what the school cannot charge for:**

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Entry for a prescribed public examination if the pupil has been prepared for it at the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

5.3 Residential visits

Education provided on any visit that takes place during school hours

Education provided on any visit that takes place outside school hours if it is part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school can charge for.**

6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

Music and vocal tuition, in limited circumstances

Certain early years provision

Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

Any materials, books, instruments or equipment provided in connection with the optional extra

The cost of buildings and accommodation

Non-teaching staff

Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

All children study music as part of the normal school curriculum. They may also participate in whole class instrumental tuition. We do not charge for this.

There are however, charges for private individual or small-group music tuition sessions and instrument hire since this is an additional activity i.e. violin lessons. These costs are set by the provider of the tuition;

- Lincolnshire County Council Music Service – strings, woodwind, brass and keyboard. These individual or small-group lessons are taught by peripatetic music teachers. The charges for these lessons are invoiced in

Autumn, Spring and Summer Terms. Fees are set by the Local Authority and instrument hire is an additional cost. Most music lessons are a maximum of 15 minutes. Music tuition fees should be paid within 28 days of receipt of the invoice.

- Specialist music teachers, in addition to LCC staff – drumming, vocal and guitars. Prices set by those teachers, and parents will be invoiced directly by those teachers.

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- **Trips and visits**
- **Swimming related activities**
- **Visitors into school who charge a fee**
- **Tickets for off-site events such as, at the Village Hall or Grimsthorpe Castle.**

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

- Hot School Meals for pupils in Key Stage 2 (Years 3-6) unless they are eligible for Free School Meals. Meals currently cost £2.50 per day and payment will be required via the online booking system.
- Afterschool clubs – some clubs are chargeable. This may be because extra resources are required (for example, food or craft materials). A maximum of £2 per child, per club session will be charged in those cases. It may be because an outside-specialist provides the service (for example, Football); in those circumstances, the provider themselves will be responsible for setting the costs, publicising to parents and notifying parents when payment is due.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

Universal credit in prescribed circumstances

Income Support

Income Based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105

The guarantee element of State Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

- The school does not seek to make a profit on trips or extra-curricular activities. We round charges down, in the first instance, to the nearest 50p or £ as appropriate. Refunds are only given on any excess payment made that exceeds 10% of the full cost (i.e. small change will not be given, we ask Parents/ Carers to send in exact amount). Refunds are not given if a child cannot attend a trip or extra-curricular event unless a refund is issued by the service provider.
- Refunds for residential trips are only granted in exceptional circumstances and are viewed on an individual basis. The Head Teacher makes the final decision in some circumstances, however, where a provider is used – for example, PGL or the National Trust, the agreement is with these companies and will be handled in line with their own terms and conditions. Insurance is strongly recommended by these companies, to protect payment if there is non-attendance on a booked and paid for trip. They provide information in their booking information for parents, online or parents/ carers are entitled to make their own payment protection insurance provision.
- All hot meals refunds need to be taken-up with Ideal School Meals online.
- Swimming costs are calculated on an annual basis and families are asked to donate the calculated cost by the end of term prior to lessons beginning. Refunds however, cannot be given in any circumstance – for example, in cases of sickness absence, family holiday leave, school closure.
- Music Tuition Fees – lessons will not be charged for if a music teacher is absent or school arrange a trip on that day. Lessons where a pupil is absent due to sickness absence or family holiday will be charged as usual.
- Music Instrument Hire – The Music service provide full information on their website.

10. Monitoring arrangements

The senior administrator and Finance governors will monitor charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Mrs Kris Radford-Rea every 4 years unless other changes occur that require amendments to be made. At every review, the policy will be approved by the Management Committee.